



One state. One system.

# Working smarter & connected

California's financial  
management system







One state. One system.

# FI\$Cal Project Wave 2 Month End Close Process

5/25/2016



# Agenda

- Introductions
- Month End Close Defined
- Month End Close Phases
  - Sub-System Closing
  - Asset Management/General Ledger Closing
  - Post Closing
- Reports
- Support Information



# Month End Close *Defined*

- General definition:
  - The business process of “Closing the Books” each fiscal month which includes the entry of accounting transactions that are necessary to close the period.
- FI\$Cal definition:
  - Completing all steps in GL Job Aid FI\$Cal.009 – Running the Month End Process
- Closing Phases
  - Sub-System close
  - AM/GL close
  - Post close

# Month-End Closing Phases

## Subsystem Closing

- Journal generate and post subsystem transactions until pre-defined cutoff date
- Run Outstanding Queries
- Review and correct suspended JEs
- Enter labor config. updates
- Enter Labor Distribution Activity Sheets
- Process, revise, and post Labor Distribution
- Verify journal generation of subsystem transactions
- Request submodule close

S  
U  
B  
S  
Y  
S  
T  
E  
M  
C  
L  
O  
S  
E  
D

## General Ledger Closing

- Suspend Journal Generation (stabilize GL balances)
- Process Allocations (journal creation)
- Review, modify, and post Allocation journals
- Confirm zero Clearing Account balance
- Depreciate Assets (overnight batch must run for AM close)
- Request AM/GL close

G  
E  
N  
E  
R  
A  
L  
  
L  
E  
D  
G  
E  
R  
  
C  
L  
O  
S  
E  
D

## Post-Closing

- Resume Journal Generation
- Perform Agency Reconciliation
- Prepare PFA

# Month End Close (MEC) Process/Plan

- State Policy requires reconciliation within 30 days after the end of the month
- Due dates on the MEC plan are geared toward departments closing within 30 days of the closing month
- MEC Process/Plan job aid can be found on FI\$Cal's website – GL Job Aid - [FI\\$Cal.009 Running the Month End Process 2.1](#)
  - Always use the most recent version of the job aid

## FI\$Cal.009

Series	Task #	Subtask #	Detail #	Responsible Party	Activity	Job Aid
1					Subsystem Closing	N/A
	1.1			FSC (CMO)	Send communication regarding when Modified Accrual ledger will close	N/A
	1.2			FSC (SCO)	Open the Modified Accrual accounting period for the new month	N/A
		1.2.1		FSC (SCO)	Open the AP module following the GL schedule	N/A
		1.2.2		FSC (SCO)	Open the AR module following the GL schedule	N/A
		1.2.3		FSC (SCO)	Open the PC module following the GL schedule	N/A
		1.2.4		FSC (SCO)	Open the BI module following the GL schedule	N/A
		1.2.5		FSC (SCO)	Open the GL module following the GL schedule	N/A
	1.3			All	Post subsystem transactions	N/A
		1.3.1		Depts	Run Outstanding Transaction Queries	N/A
			1.3.1.1	Depts	Query of outstanding Vouchers which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_VOUCHER)	FI\$Cal.185
			1.3.1.2	Depts	Query of outstanding Deposits which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_DEPOSIT)	FI\$Cal.185
			1.3.1.3	Depts	Query of outstanding Bills which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_BILL)	FI\$Cal.185
			1.3.1.4	Depts	Query of outstanding Journals which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_JOURNAL)	FI\$Cal.185
			1.3.1.5	Depts	Ensure all Items are posted. Main menu > Accounts Receivables > Pending Items > Review items > Group Not Set to Post	N/A



# Create and document department's Month End Close process based on FI\$Cal.009 (template available):

Series	Step #	Owner	Team	Incident #	Due Date	Activity Description
1						Define and communicate a transaction cutoff date within the department
						Subsystem Closing
	1					POST SUBSYSTEM TRANSACTIONS for all modules in the month
	1.1	(add name)	Dept	N/A	(cutoff date)	Enter Vouchers
	1.2		Dept	N/A	(cutoff date)	Query of outstanding Vouchers which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_VOUCHER)
	1.3		Dept	N/A	(cutoff date)	Enter Deposits
	1.4		Dept	N/A	(cutoff date)	Query of outstanding Deposits which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_DEPOSIT)
	1.5		Dept	N/A	(cutoff date)	Enter Bills
	1.6		Dept	N/A	(cutoff date)	Query of outstanding Bills which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_BILL)
	1.7		Dept	N/A	(cutoff date)	Enter Journals
	1.8		Dept	N/A	(cutoff date)	Query of outstanding Journals which need to be posted to the closing GL accounting period (ZZ_OUTSTANDING_JOURNAL)
	2					CONFIRM TRANSACTIONS ARE POSTED, CORRECT SUSPENSE JOURNALS (as needed)
	2.1		Dept	N/A		Ensure all Items are posted. Main menu > Accounts Receivables > Pending Items > Review items > Group Not Set to Post



## Confirm there are no errors with subsystem transactions

- Enter subsystem transactions and run Outstanding Queries (4) to ensure transactions are complete and without errors. Review and resolve as needed
- Confirm AR transactions are posted and correct Suspense Journals (as needed)

Ensure all Items are posted.

Main menu > Accounts Receivables > Pending Items > Review items > Group Not Set to Post

Ensure all Payments are completed.

Main menu > Accounts Receivables > Payments > Review Payments > Incomplete Payments

## Confirm there are no errors with subsystem transactions

- Verify Journal Generation (sample of 3 of the 14 to run)

ZZ\_AP\_ACCT\_ENTRIES\_SENT\_TO\_GL

ZZ\_ARITEM\_ENTRIES\_NOTSENTTO\_GL

ZZ\_ARMISC\_ENTRIES\_NOTSENTTO\_GL

- Run preliminary allocations – important to select NO Output option.

# Labor Distribution

- Starts after the file is received from SCO for the prior pay period
  - Complete labor maintenance based on HR activity
  - Enter any Adjustment Personal Activity Sheets
  - Enter any Personal or Group Activity Sheets
  - Run queries – look for errors and correct
  - Run Missing Activity Sheet Report
  - Run Labor Distribution
  - Re-run queries looking for errors
  - Run Labor Transaction Reports
  - Enter payroll journal for labor
  - Review system generated JEs are not in suspense



# Request Sub-Module Close:

- Close submodules by submitting a ticket via email to the FSC – language in job aid:
  - Please close (enter month) subsystems for (enter department name) (BU XXXX). Please refer to tasks #2.1.X on job aid FI\$Cal.009.
    - FSC verifies no transaction errors
    - If errors are found, corrections are addressed – may require department action
- Do not proceed until confirmation of **submodule** close is sent by the FSC

# Run Allocations

- Run preliminary allocations with NO Output, if not done earlier
- Validate Calc Logs generated. Contact the FSC as needed.
- Run allocations with Output for journal generation
- Submit journals for approval, then post (expenditure journals only)

# Run Depreciations using UPK 132

- Complete appropriate asset maintenance before running depreciation
- Depreciation Calculation is a batch process
- Create Accounting Entries
- Run Depreciation Close - overnight batch process must run to journal generate
- Check journal to ensure it posted to GL



# Request GL and AM Close

- Close AM and GL modules by submitting a ticket via email to the FSC – language in job aid:
  - Please close (enter month) AM accrual and GL modified accrual accounting periods for (enter department name) (BU XXXX). Please refer to tasks #2.4.1.3, 2.4.2 on job aid FI\$Cal.009.
- Do not proceed until confirmation of AM & GL close is sent by the FSC

- The Agency Reconciliation Report (FI\$Cal.186, FI\$Cal.225) is used to reconcile all FI\$Cal appropriation month-end balances to the State Controller's Office (SCO) month-end balances.

16

# Post Closing: Plan of Financial Adjustment (PFA)

- Job aid FI\$Cal.038 provides instructions on how to prepare a Plan of Financial Adjustment (PFA) Transfer Request for remittance to the State Controller's Office.

Report ID: RPTGL104		FI\$Cal Plan of Financial Adjustment AS OF 8/4/2015		Page No 1 Run Date: 4-Aug-15 Run Time: 22:41:08																Fiscal Year: 2014 Accounting Period: 12	
FUND	AGY	FY	M	REF/ITE M	FEDCA T	P/ N	C CA T	PG M	ELE	COM P	TAS K	ACC T		REWO BJ	AMOUNT	D/ C	A	T	O	B	SOURCEFU ND
0001	8860	2012		001				10							(\$51.00)	C	D				
8860 PFA from FI\$Cal																					
0001	8860	2012		001				20							(\$8.72)	C	D				
8860 PFA from FI\$Cal																					
0001	8860	2012		001				30							(\$9.27)	C	D				
8860 PFA from FI\$Cal																					
0001	8860	2012		001				40	01						(\$7.75)	C	D				



# Commitment Control (Budget) Reports

- Program Disbursement Activity Report
  - Displays expenditures, encumbrances, and budget amounts for all ChartField combinations, separated by Account
- Final Budget Report (Report 6)
  - Summary of appropriations and reimbursements as of a specified date
  - Appropriations include expenditures, encumbrances, and balances

# Commitment Control (Budget) Reports

- Budget Status Report
  - Displays all appropriations (budget, pre-encumbrance, encumbrance, expenditure, reimbursements) and the available balance
- Encumbrance Status Report
  - Summary of encumbrances for a specified PO within a defined date range

# Program Disbursement Activity Report

Run Control ID Test\_PDA


Report Manager

Process Monitor

Run

\*Business Unit  










\*Ledger Group  

\*Fiscal Year  

\*To Period  

☐ Include Adjustment Period(s)

## Budget Selection Criteria

ChartField Name	Condition Type	ChartField Value	ChartField TO Value
Appropriation Reference	Begin with ▼	<input type="text" value="001%"/> 	
Fund	Begin with ▼	<input type="text" value="0001%"/> 	
Year of Enactment	Begin with ▼	<input type="text" value="%"/> 	
Account	Begin with ▼	<input type="text" value="%"/> 	
Program	Begin with ▼	<input type="text" value="%"/> 	
PC Business Unit	Begin with ▼	<input type="text" value="%"/> 	
Project	Begin with ▼	<input type="text" value="%"/> 	
Activity	Begin with ▼	<input type="text" value="%"/> 	
Reporting Structure	Begin with ▼	<input type="text" value="%"/> 	



# Program Disbursement Activity Report

RPTGL051

FI\$Cal  
Program Disbursement Activity Report

Page No: 21  
Run Date:05/17/2016  
Run Time:19:14:36

Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project	Activity	Rptg Structure	Svc Loc	Agency Use	Budget Period	Budget Amount	Available Balance
001	0001	2015	50	6775							2015	\$2,977,000.00	\$2,564,977.86

Account Description	Account	Alternate Account	Expenses			Encumbrance	Pre Encumbrance
			MTD	YTD	Prior years		
Earnings - Perm Civil Svc Empl	5100000	5100000000	\$132,630.52	\$270,013.27	\$0.00	\$0.00	\$0.00
Earnings - Temp Civil Svc Empl	5100150	5100150000	\$8,852.80	\$17,705.60	\$0.00	\$0.00	\$0.00
Flex Elect Contributions	5108200	0000000000	\$14,597.93	\$29,954.20	\$0.00	\$0.00	\$0.00
Medicare Taxation	5150450	0000000000	\$2,015.83	\$4,085.28	\$0.00	\$0.00	\$0.00
OASDI	5150500	0000000000	\$8,619.31	\$17,467.93	\$0.00	\$0.00	\$0.00
Life Insurance	5150400	0000000000	\$88.09	\$179.63	\$0.00	\$0.00	\$0.00
Health Insurance	5150350	0000000000	\$50.28	\$103.19	\$0.00	\$0.00	\$0.00
Retirement - General	5150600	0000000000	\$35,505.55	\$72,206.29	\$0.00	\$0.00	\$0.00
OT Earn Oth than to Temp Help	5108000	5108000000	\$306.75	\$306.75	\$0.00	\$0.00	\$0.00
Subtotals:			\$202,667.06	\$412,022.14	\$0.00	\$0.00	\$0.00

# Budget Status Report

**Commitment Control Budget Status Report**

Run Control ID: BUD\_STAT1      Report Manager      Process Monitor      [Run](#)



















Language: English ▼

**Report Request Parameters**

\*Unit:  Department of Finance

\*Ledger Group:  Appropriation Ledger

[Refresh](#)

ChartField Selection						Personalize   Find      	First	1-14 of 14	Last
Sequence	ChartField Name	Include CF	Subtotal	Value	To Value				
<input type="text" value="1"/>	Appropriation Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="text" value="2"/>	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0001"/>	<input type="text" value="0001"/>				
<input type="text" value="3"/>	Year of Enactment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2015"/>	<input type="text" value="2015"/>				
<input type="text" value="4"/>	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="text" value="5"/>	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				

# Budget Status Report cont'd

Report ID: GLS8020					PeopleSoft GL					Page No. 1	
Bus. Unit: 8860--Department of Finance					BUDGET STATUS REPORT					Run Date 05/17/2016	
Ledger Grp: CC APPROP -- Appropriation Ledger										Run Time 19:35:04	
Currency : USD											
Chartfields Criteria											
Approp Ref: All values					Fund: 0001						
					ENY: 2015						
					Account: All values						
					Program: All values						
<u>Approp Ref</u>	<u>Fund</u>	<u>ENY</u>	<u>Account</u>	<u>Program</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>	
001	0001	2015	50	6770	10,018,085,000.00	0.00	30,170.00	355,442.04	3,069,780.97	10,014,659,776.99	
001	0001	2015	50	6775	0.00	2,977,000.00	0.00	0.00	412,322.14	2,564,677.86	
001	0001	2015	50	6780	3,410,293.24	7,945,000.00	2,481.49	94,597.69	1,496,506.63	9,764,188.92	
001	0001	2015	50	6785	1,393,000.00	4,891,000.00	41,944.52	45,726.42	909,913.82	5,328,359.76	
001	0001	2015	50	6790	359,000.00	0.00	0.00	0.00	2,745.12	356,254.88	
001	0001	2015	50	6800	12,181,000.00	0.00	796.00	385,969.47	1,244,427.16	10,550,603.37	
001	0001	2015	50	9900100	7,834,000.00	0.00	0.00	96,560.40	1,274,339.37	6,463,100.23	
001	0001	2015	50	9900200	-7,834,000.00	0.00	0.00	-63,270.41	-1,274,285.37	-6,496,444.22	
001	0001	2015	50	9910	656,565.00	0.00	0.00	0.00	0.00	656,565.00	
001	0001	2015	50	9999	119,999,999,997.00	0.00	4,809.39	-159,014.00	535,579.34	119,999,623,431.66	
001	0001	2015	59	6780	248,705.76	0.00	0.00	0.00	0.00	248,705.76	
Grand Total :					130,036,333,561.00	15,813,000.00	80,201.40	756,011.61	7,671,329.18	130,043,719,220.21	

# General Ledger Reports

- Trial Balance Report
  - Summary of amounts by account and fund for a specified period
- Ledger Activity Report
  - Lists detailed journal activity by account for a specified period



# Month End Close Support

- Job Aids
  - <http://www.fiscal.ca.gov/access-fiscal/generalledgerjobaids.html>
- FI\$Cal Service Center
  - Phone: 1-855-347-2250
  - Email: [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov)
  - Website: [www.fiscal.ca.gov](http://www.fiscal.ca.gov)
- Department of Finance
  - FI\$Cal Resources Page:  
[http://www.dof.ca.gov/FISCal\\_Resources/](http://www.dof.ca.gov/FISCal_Resources/)



